

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Shelter Manager Revision Date: 10/00
EEO Code: Protective Service
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Animal Services Director, manages the animal shelter office, is responsible for all activities required for enforcing the Animal Control ordinances of Sandy City and administers animal control operations in the absence of the Animal Control Director.

III. Essential Duties:

- C Administers the animal control operations in the absence of the Animal Services Director
- C Implements current animal control ordinances of Sandy City.
- C Performs all facets of shelter work, including animal care, euthanasia, etc.
- C Compiles monthly and annual statistics.
- C Manages shelter office and is responsible for daily cash receipts.
- C Intercedes in conflict situations involving community members, Sandy City, employees and animals.

IV. Marginal Duties

- C Assists with budget administration.
- C Enters payroll time for the Animal Services Division.
- C Assists with the hiring and training of Animal Service Officers.
- C Represents Animal Control at city functions and meetings and acts as a liaison with other animal control agencies.
- C Acts as a consultant for animal control with other community groups, including humane societies.
- C May proceed with legal action against violators and testify in court.
- C May respond to citizen complaints, including emergency calls, on a 24-hour basis in rotation.
- C Perform other duties as assigned

V. Qualifications:

Education/Certification: Must have a high school diploma or equivalent; must possess a valid Utah Drivers License; Peace Officer/Special Function Officer Certification, Tranquilizer Gun Certification, Euthanasia Certification.

Experience: Three years animal control, animal welfare or related experience; may substitute year for year any equivalent combination of education and experience.

Knowledge of: Animal control ordinances and department procedures; Civil Search and Seizure; Privacy, Security, and Freedom of Information rights; federal, local and state animal control regulations; cash receipts; computer entry.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for the care and treatment of animals; moderate responsibility for making decisions affecting the activities of people.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar, spelling and punctuation; ability to work effectively as a team member; ability to serve customers, including regular contact with the public and City.

Tool, Machine, Equipment Operation: Regular use of a personal computer and telephone system; occasional use of a 10-key adding machine and tranquilizer gun; occasional use of carbon monoxide gas chamber and incinerator.

Analytical Ability: Must be able to make sound decisions with minimal guidelines; work independently; establish goals and priorities; organize time; establish effective working relationships with City Officials, employees and the public.

VI. Working Conditions

Regular attendance is essential; mental and physical effort are required daily; shifts and usually four 10-hour days each week; job is subject to occasional on-call duty during nights, weekends and holidays; job is subject to frequent exposure to disagreeable smells, noises, tasks that can be dangerous and/or unpleasant; conflict resolution; minimal lifting (up to 50 lbs); occasional bending, stooping and kneeling.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____